

SECRETARIAL RECOGNITION PROGRAM HEADQUARTERS

PURPOSE

To annually recognize the outstanding achievements and creative efforts of ARS secretaries.

CATEGORY OF WINNERS

The following organizational categories may submit nominations for consideration at the Headquarters level:

Office of the Administrator and Immediate Staff
National Program Staff
Administrative and Financial Management
National Agricultural Library

*Added to those eligible for nomination are secretarial or clerical positions in the Area Directors' Offices and Area Administrative Offices, or any other secretarial/clerical employees **who are not eligible for consideration within their areas.***

ELIGIBILITY

To be considered for this award all nominees must be permanent employees, must have worked for ARS (or one of the REE Agencies) for at least the last 3 years, and must be currently employed by ARS. *Employees eligible for consideration in this program are ineligible for consideration in the AFM Support Awards for Excellence Program.*

Have sustained performance at the Fully Successful level or above. *Human Resources Division will confirm.*

Nominees must be classified in a secretarial or clerical position in one of the following series:

- GS-0303 Miscellaneous Clerk and Assistant Series (only those positions that serve as a principal assistant or secondary assistant in an office)
- GS-0312 Clerk-stenographer and Reporter
- GS-0318 Secretary
- GS-0322 Clerk-Typist
- GS-0326 Office Automation Clerical and Assistance

SELECTION CRITERIA

Nominations must show evidence of achievements well beyond normal job performance during the past year and must indicate how work performed has substantially improved the operation of an organizational unit. Suggested categories and examples are:

- *Organizational Achievement:* Employee takes the initiative to successfully reorganize office procedures, improve filing or other systems, master or promote use of new office equipment, etc. Achievement should include any activity that results in improved productivity within the work unit.
- *Skill Advancement* - Employee takes the initiative to substantially improve or acquire skills beyond job qualifications, either through individual educational pursuits or taking the lead in the enhancement of office-wide business practices or procedures. Achievement should include any personal activity the results of which are taught or shared with the work unit.
- *Person-to-Person Relationships* - Employee sets an example for others by establishing of exceptional inter- and intra-unit working relationships that assist a unit in accomplishing its mission, by training co-workers and others, and by promoting teamwork.

NOMINATION AND SELECTION PROCEDURES

Any ARS employee may submit a nomination (see attached format).

Nominations should be mailed to the Human Resources Division. A Selection Committee will be appointed to evaluate the nominations.

The Selection Committee will consist of managers, customers, staff members, and the current winner of the Secretary of the Year program. The panel's recommendations will be submitted to the Administrator (or a designee) for final approval.

NATURE OF RECOGNITION

The winner will receive a cash award of \$2,000 and be recognized at the Annual ARS Recognition Program in February.

NOMINATION FORMAT

PROGRAM: **SECRETARIAL RECOGNITION PROGRAM**

NAME, ADDRESS, TELEPHONE NUMBER:

POSITION/GRADE:

EXPERIENCE: *(If obtainable, list dates, title, grade, organization)*

CITATION: (25 words or less, beginning with "For . . . ")

NAME AND TELEPHONE NUMBER OF NOMINATOR:

JUSTIFICATION: (Submit a separate sheet, limited to 2 pages, single-spaced, and describing how nominee meets criteria--*Nominations will be returned to Nominator if adherence to these requirements are not met.*)